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ABSTRACT

An adult basic education manual prepared for use in Missouri, contains regulations, bulletins, and forms used in the state program. Among other things it includes information on teacher qualifications, personnel classification, selection and preparation of teachers, budgets and expenditures, instructional materials and equipment, and program administration. There are several bulletins from the Director of the program and various forms used. (nl)

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OFFICE OF EDUCATION

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ADMINISTRATIVE MANUAL

ADULT

BASIC

EDUCATION

WORKSHOP

MISSOURI STATE DEPARTMENT OF EDUCATION
ADULT EDUCATION SECTION

AE006132

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FOREWORD

This manual was produced to serve the administrators of Adult Basic Education in Missouri with a handy reference to regulations, bulletins, and forms used in the program.

It has been designed in loose leaf form so that additions and revisions in its content can be made as the need arises. Each school should keep its copy up to date by inserting the bulletins and revised pages in the manual as they are published. Each year at the annual ABE workshop, a new table of contents will be distributed which can be used by each school to verify the completeness of their manual.

TABLE OF CONTENTS

Section	Page
AUTHORITY	1
STANDARDS FOR APPROVAL	1
PROCEDURE FOR IMPLEMENTING PROGRAM	2
SAMPLE ABE BUDGET	3
ALLOWABLE EXPENDITURES	4
TEACHER QUALIFICATIONS	4
ADMINISTRATION OF PROGRAM	4
ADVISORY COMMITTEE	5
CONDUCTING SURVEYS	5
CLASSIFICATION OF PERSONS INTO THREE LEVELS OF INSTRUCTION	5
STIMULATING ENROLLMENT	6
ORGANIZATION AND LOCATION OF CLASSES	6
SELECTION AND PREPARATION OF TEACHERS	7
INSTRUCTIONAL MATERIALS	8
INSTRUCTIONAL EQUIPMENT	8
ACCOUNTING PROCEDURES	8

ABE Bulletins

Bulletin #1 - Equipment Costing Over $100 Purchased With ABE Funds

Bulletin #2 - Certification and Payment of ABE Teachers and Professional Staff

Bulletin #3 - Student Cumulative file and Student Information Form

Bulletin #4 - Adult Basic Education Reports

Bulletin #5 - ABE Budget and Local Matching Funds

TABLE OF CONTENTS (Cont'd)

Page

Bulletin #6 - Adult School Equivalent Certificate Services Offered by the State Department of Education ---------- 19

Bulletin #7 - Local Advisory Committee on Adult Basic Education ---------- 21

ABE Forms

Certificate of Achievement in Adult Basic Education

Request for Local Adult Basic Education Program (ABE/101)

Application For Reimbursement (ABE/102)

Quarterly Report of Local Adult Basic Education (ABE/103)

Certification of Cost of Conducting ABE Class (ABE/104)

ABE Student Information Sheet

Inventory of Equipment (ABE/106)

Prospective Teachers of Adult Education

Missouri Adult Basic Education Annual Report (ABE/108)

ADULT BASIC EDUCATION

Adult basic education instruction is designed to teach persons 18 years of age or older to read and write English and to substantially raise their educational level. It is designed to make them less likely to become dependent on others, improve their ability to benefit from occupational and homemaking training, increase their opportunities for more productive and profitable employment and make them better able to meet their adult responsibilities.

Authority

The Missouri State Plan for implementing Title III of the Adult Education Act of 1966 (P.L. 89-750) establishes a program of adult basic education. The Missouri State Board of Education is responsible for administering and supervising the program at the state level. Funds will be distributed to public school districts and public junior college districts for the purpose of providing instruction in adult basic education.

Standards for Approval - Local Adult Basic Education Programs

1. Meets minimum requirements and has objectives compatible with those outlined in this manual.

2. Adheres to budgeting and accounting procedures outlined in this manual.

3. Provides instruction at no charge to all eligible students, who are 18 years of age or older, within the district, jurisdiction or geographic area approved by the State Department of Education. (No book fee or charge of any kind may be made to the student.)

4. Employs well-qualified teachers who are properly certificated by the Missouri State Department of Education. If supervisors or counselors are employed they must also be well qualified and properly certificated.

5. A teaching supervisor may be employed in programs with less than five teachers.

6. A combination counselor-supervisor may be employed in programs with less than ten teachers, but more than five teachers.

7. Full-time supervisors may be employed in all programs with more than ten teachers.

8. It is strongly recommended that each Adult Basic Education program employ a counselor. The counselor should be employed on an approximate ratio of two hours per student for every 120 hours of instruction.

The counselor's position in ABE should include the following duties:

a. Testing, evaluation, and classification of students
b. Counseling of students
c. Home visits to students
d. Follow up and evaluation of students

9. It is recommended that counselors have Missouri counselor certificates.

10. Provides adequate classrooms and/or office facilities for professional personnel.

11. Provides adequate classroom furniture and equipment.

12. Provides sufficient textbooks, reference books, library books, instructional equipment, teaching aids, standardized tests, etc. to meet the needs of pupils and teachers in the instructional program.

13. An expenditure of $10 per student enrolled in ABE will be allowed for teaching material and supplies.

14. Encourage all teachers to attend in-service and pre-service workshops sponsored by the State Department of Education.

15. Cumulative files and follow-up information will be recorded and kept on file for all students enrolled in Adult Basic Education.

16. Provision for additional training either academic or vocational must be available for ABE students upon the completion of their ABE training. This additional training should be available within the local geographic area served by the ABE program.

Procedures For Implementing Program

1. Administrator of local public educational agency files a request for an Adult Basic Education Program (Form ABE/101) with:

Bill Ghan
Director of Adult Education
Missouri State Department of Education
P. O. Box 480
Jefferson City, Missouri 65101

2. If approved by the State Department of Education, the chief executive officer of the local public educational agency is authorized to initiate the class and make expenditures under the program.

3. Required reports and the dates they are due, are outlined in ABE Bulletin No. 4.

Sample Budget Based on 45 Students

BUDGET
ADULT BASIC EDUCATION
Fiscal Year Ending June 30, 19 ___

SALARIES:

NAME	POSITION	MO. SALARY (FULL TIME ABE)	AMOUNT PER HOUR (PART TIME ONLY ABE)	NO. OF HOURS PER BUDGET YEAR (PART TIME ONLY ABE)	TOTAL BUDGET
(1)	(2)	(3)	(4)	(5)	(6)
Administrative or Supervisory Personnel					
	Director		5.00	30	150.00
Teachers					
	Teacher #1		5.00	100	500.00
	Teacher #2		5.00	100	500.00
	Teacher #3		5.00	100	500.00
Counselors					
	Counselor		5.00	30	150.00
Teacher Aides					
	Teacher-Aide		1.40	100	140.00
	Teacher-Aide		1.40	100	140.00
	Teacher-Aide		1.40	100	140.00
Secretarial and Clerical					
	Secretary		1.50	30	45.00
Fiscal Personnel					
Recruiters					
Custodians					
Consultants					

INSTRUCTIONAL SUPPLIES	450.00
EMPLOYERS BENEFITS	180.00
MAINTENANCE AND REPAIR OF BUILDING AND/OR EQUIPMENT	
PURCHASE OF EQUIPMENT	
RENT	
UTILITIES	105.00
EXPENDITURES TO PRE-SERVICE AND IN-SERVICE, TRAVEL	
TOTAL BUDGET FOR ADULT BASIC EDUCATION	3,000.00

Categories of Allowable Expenditures

1. Salaries of employees

   (a) professional: administrators, supervisors, guidance counselors and teachers

   (b) non-professional: secretaries, clerical assistants, custodians, etc.

2. Expenses to pre-service and in-service training of teachers, administrators and supervisors called by the Missouri State Department of Education.

3. Employers' contribution to retirement systems and social security.

4. Textbooks, reference materials, printing and printed materials, standard tests, instructional supplies and equipment, teaching aids, communications, supplies, etc.

5. Maintenance and repair of equipment.

6. Purchase of new equipment - Note: State and/or federal governments retain a redeemable interest in items costing $100 or more, at any time it is no longer used in Adult Basic Education programs. Items which will become attached to and/or part of the permanent classroom fixtures are not approvable. (See ABE Bulletin No. 1)

7. Utilities.

8. Rent--subject to regulations listed under Organization and Location of Classes, page 6 of this manual.

Teacher Qualifications

Instructors of basic education programs for adults shall be selected by local public educational agencies electing to conduct programs.

Teachers are required to hold a currently valid teacher's certificate in the area of Adult Basic Education. (See ABE Bulletin No. 2)

Teachers will be expected to attend pre-service and in-service workshops as recommended by the State Department of Education.

Administration of Programs

Administrators of local adult basic education classes will find it helpful to enlist the assistance of community action groups, VISTA, employment offices, welfare agencies, organized labor groups, employers, employer

groups, church groups and other voluntary groups and individuals in recruiting teachers, students, finding suitable classroom facilities, organizing and conducting adult basic education classes.

Organization of an Advisory Committee on Adult Basic Education

An important step in the implementation of the program is the organization of an advisory committee on adult basic education. The local public educational agency shall appoint, prior to the approval of a program in Adult Basic Education a local advisory committee on adult basic education. The local advisory committee should consist of people who are genuinely interested in Adult Basic Education.

The committee could be comprised of representatives of community agencies, organizations, volunteer groups, school personnel and other individuals. Members of the committee should be selected from each geographical section of the community. The committee should work closely with the community action organization of the community, with other community agencies and volunteer organizations interested in the program.

Conducting Surveys to Determine the Number of Adults Eligible for and Needing the Program

In cooperation with the Community Action organization or with other community agencies and voluntary organizations, the local public educational agency determines the location and number of adults 18 years of age and older who have completed less than eight years of education and who need the instruction provided in the Adult Basic Education program.

The program is not limited to persons who are unemployed, the welfare recipient or the undereducated, but may include all these groups and other adults in need of basic education. Priority of enrollment should be given to adults in the lower income groups.

Classification of Persons in Each Section of the Community Who Are Eligible For Enrollment in the Program in Accordance With the Three Levels of Instruction

The present educational achievements of persons identified in the survey should be classified in accordance with the three levels of instruction:

Level I - those who have no education, or only a first, second or third grade level

Level II - have completed the third grade but have not completed the sixth grade.

Level III - have completed the sixth grade but have not completed the eighth grade.

Stimulating Eligible Adults to Enroll in the Program

During the time when the survey is being made or immediately thereafter, members of the Community Action organization, community agencies, voluntary organizations, school officials and faculty members and other members of the community should be enlisted in a campaign to contact eligible adults and encourage them to enroll in an adult basic education class in their section of the community.

Since many of these adults cannot be encouraged to enroll in the program through news media, radio or television announcements; personal contact with them by persons they know and in whom they have confidence will be necessary.

Individuals making these personal contacts should explain the purposes and benefits of the program in adult basic education and that by possessing good reading, writing, speaking and mathematical abilities, their employability and job stability will be increased, and that they will receive valuable information regarding good health practices,citizenship rights and relationships and information valuable to them in relation to employment and job opportunities.

Information should be given as to where classes will be held, the date and time of day, length of class sessions, number of sessions per week and length of the program. It should be explained that a certificate of achievement will be awarded at each level and that no charge will be made for tuition, books and materials.

Organization and Location of Classes

Classes should be located so that they are accessible to prospective students. If a sufficient number of students are available to permit sectioning by achievement level, this would be desirable.

The minimum enrollment per class is eight with a recommended enrollment of twelve students per teacher. (Special permission must be received for less than eight students per class)

When the average attendance for a period of one month drops below eight students per teacher, the class should be consolidated with other classes in the program. If this is not possible, the class should be discontinued unless special permission is granted by the State Department of Education.

When the number of classes in each section of the community has been determined, a decision should be made as to their location convenient to prospective enrollees in order that students will not be required to travel long distances or go outside their community.

Classes may be located and conducted in facilities owned by the local public educational agencies. Other private and public facilities can be used. The important essential is that the facility used be located convenient to prospective enrollees, be available in the day or evening as needed and be comfortable and adequate for good instruction. Expenditures for rent and

utilities will be approved if they are reasonable and in line with the amounts charged for other federal programs within the school district. Rent cannot be paid for use of public buildings or church-owned buildings.

Selection and Preparation of Teachers

Selection of instructors having very real interest in teaching and assisting illiterate and semi-illiterate young and older adults is of utmost importance. Experience in conducting adult education programs is highly desirable. Teachers should have particular skill in adapting techniques to the instruction of adults. Teaching adults differs considerably from teaching children. The content of instruction, examples, illustrations, reading materials, arithmetic problems and discussions must be in terms of adult interest. Procedures and methods teachers use in conducting classes should be adapted to adults.

In many communities classes of adult basic education, or literacy education, have been and are being conducted by volunteer, non-paid teachers. Some of them are public school teachers. These volunteer teachers may be well prepared to conduct adult basic education classes.

Instructors should be selected who are qualified to teach in all areas of the program.

Local educational agencies may select and employ teachers either on a full-time or part-time basis. The employment of full-time teachers may be in some communities where there are large numbers of adults needing adult basic education. Employment of part-time teachers on an hourly-rate salary basis may be necessary to supplement the work of full-time teachers. In communities where only a small number of classes are needed, part-time teachers may be employed on an hourly-rate basis.

When employment of full-time teachers is justified, their duties may also include responsibility for organization of classes, contacting adults to encourage them to enroll in the program, contacting adults presently enrolled to encourage them to continue their participation and performance of other duties directly connected with and necessary to successful programs of adult basic education in the community. (They could also serve as part-time counselors or supervisors.)

Employment of part-time teachers at hourly rates will be the most common practice. They should be paid for actual time they teach classes. When public school teachers are employed to teach adult basic education courses, such assignment must be outside the regular school day.

Satisfactory completion of a training institute conducted or approved by the Missouri State Department of Education will be required of each teacher selected to conduct adult basic education classes. Training institutes will be established at locations as convenient to the teacher as practical. Institutes are planned as short and intensive teacher preparation programs and will be scheduled at a time which is the most convenient for as many teachers as possible.

Instructional Materials for Teachers and Students

The Missouri State Department of Education has prepared and will continue to prepare instructional materials for teachers and students of the Adult Basic Education program. Guides for teaching each of the three levels of instruction, bibliographies of curriculum materials and some reading materials for the basic level of instruction may be available.

Instructional Equipment

Equipment for the Adult Basic Education program does not need to be extensive. However, local public educational agencies should provide necessary teaching materials as are appropriated for effective instruction in the Adult Basic Education program. Such equipment and/or materials are reimbursable. (See ABE Bulletin No. 1)

Accounting Procedures for Local School Districts

I. Initial Request for Adult Basic Education Program. (ABE/101)

Prior to the initiation of a reimbursable local Adult Basic Education program, a budget agreement will be entered into by and between the local public educational agency and the Missouri State Department of Education. These agreements will be for the current fiscal year and must be resubmitted each year. The budget agreements will indicate the categories in which expenditures are authorized and the maximum amount authorized for expenditures in each category. The agreement may be amended by subsequent supplementary agreements. Reimbursement from state and/or federal funds will be made for the period covered by the budget agreement and not to exceed the amount authorized in specific categories.

II. Reimbursement Policies

1. The Missouri State Board of Education or its agent has sole authority to determine eligibility for reimbursement, the amount of reimbursement in each category, to reduce claims if funds allocated are insufficient, to determine the part of an expenditure attributable to the local Adult Basic Education program and make other decisions incidental to the equitable, effective and efficient operation of the program.

2. Reimbursement will be made quarterly, semi-annually, or annually at the request of the local educational agency.

3. Expenditures made prior to the approval date are not reimbursable.

4. Expenditures and/or legal obligations made during the budget fiscal year must be paid prior to July 30 of the following fiscal year.

5. If part of the local school administrator's salary is paid from Adult Basic Education funds the Board of Education must designate, in its official minutes, the amount of time the

administrator is assigned to Adult Basic Education as well as the amount paid for his service.

6. The maximum allowable expense for administration of an Adult Basic Education program will be 20% of the total ABE budget.

III. Receipt of Funds

1. The U. S. Office of Education has designated Code 40.25 for Adult Basic Education program receipts.

2. Handbook II, "Financial Accounting for Local and State School Systems," on Page 84 lists code 1120 "Civic Activities" as the proper account for public forums and lectures. It will be necessary to open up the teachers and incidental and building funds for disbursement under the Adult Basic Education program.

IV. Fund Accounting for Adult Basic Education Program.

Accounting for fiscal transaction in Adult Basic Education follows the same laws and interpretation concerning fund accounting as for any state monies which are the responsibility of the local Board of Education.

1. Instruction (salaries professional) salaries of certificated teachers (and withholdings from such salaries) for professional services are expenditures from the teacher's fund. A regularly employed teacher who is employed during the regular school year to teach in a special program, or night program, in addition to the regularly contracted services,will not normally have contributions withheld from the salary payments for services in the special program or night program. In order for contributions to be withheld from salary payments for these services, it will be necessary for the teacher's contract to be amended to show the additional salary payments and the additional required services. Regular, full-time teachers in the local public educational agency who are covered by teachers' retirement and who perform additional duties as a part-time teacher or worker (evening adult classes, Saturday and summer, etc.) may have social security contributions withheld, rather than teachers' retirement for earnings over and above the regular contracted salary. Teachers that are not regular full-time teachers in the local public educational agency must have social security withheld from their salary.

2. Salaries of non-professional employees should be charged to the incidental fund.

3. Teaching aids, textbooks, reference materials, test materials, instruction supplies should be charged to the incidental fund.

4. Employers contributions to retirement system and social security should be charged to the incidental fund.

5. Maintenance and repair of equipment should be charged to the incidental fund.

6. Purchase of equipment - whenever purchase is for new equipment (first time purchase) the expenditures should be charged to capital outlay, building fund.

V. Inventory of Equipment

The state and/or federal government retain a redeemable interest in items costing $100 or more. Inventories of these must be maintained by the local school district and submitted annually to the State Department of Education on form ABE/106. (See ABE Bulletin No. 1)

VI. Disposition of Facilities and Equipment

Whenever items of equipment, each initially costing $100 or more, in which the United States Government has participated, are sold or no longer used for purposes permitted under the Acts, it is agreed that the United States Government is to be credited with its proportionate share of the value of such facilities and equipment at that time, the value being determined on the basis of the sale price in the case of a bona fide sale or the fair market value in the case of discontinuance of use for adult basic education purposes or other diversion. The State Board agrees that all inventories and records be kept for all items of equipment and assumes responsibility for having available in the state office of the State Department of Education, information sufficient for a determination of whether such facilities and equipment continue to be used for a purpose provided for under the Act. (See ABE Bulletin No. 1)

VII. Audits

1. State audits of state accounts (State Department of Education, state universities and state colleges) - the accounts of the State Board of Education, state universities and state colleges are audited by the state auditor. These audits shall be made in accordance with 29.200 RSMo.

2. Audit of Local Accounts - The accounts of public schools and public junior college districts are audited in accordance with the provisions of Section 165.121 RSMo. Such audits are required at least on a biennial basis and copies of all audit reports are filed in the State Department of Education at Jefferson City.

   (a) Audits of local public educational agencies must reconcile purchase invoice, listing items, volume orders, vouchers and/or bills with checks issued for payment. Each check must be numbered. Request for reimbursement from state and/or federal funds

allocated for Adult Basic Education must list each item of expense, indicate the percent or part of the check used by the local public educational agency for payment.

(b) Auditors will be informed of program requirements in sufficient detail to formulate opinion regarding eligibility of expenditures claimed for federal financial participation.

VIII. Audit Standards

The audits of public schools and public junior college districts include the following:'

1. An examination and analysis of sources of income.

2. Verification of disbursements

3. Reconciliation of budget items with actual receipts and disbursements.

4. A report of budget procedures

5. An examination of legal authorization for expenditures.

6. An examination of board minutes, insurance policies, contracts and deeds to real estate.

7. Verification of assets and liabilities.

8. An analysis of bonded indebtedness.

9. An examination of capital assets, inventories, surplus accounts and vouchers payable.

10. Verification of all accounts paid through examination of vouchers.

11. A statement of whether or not the fiscal affairs of the district have been administered according to law.

12. An evaluation of the accounting system.

SPECIFIC AUDIT STEPS 1/

For audits of local agencies, it is essential that specific audit instructions be developed to verify that:

1. Funds disbursed by the State to the local agency were received and properly accounted for.

2. Payments reported by the local agency were actually made to the vendors, contractors, and employees and that they conform to applicable laws and regulations, including procurement requirements.

3. Refunds, discounts, etc., were properly credited to the specific programs as reductions of the gross expenditures.

4. Payments are supported by adequate evidence of the delivery of goods or performance of services.

5. Encumbrances or obligations included in the report of expenditures were actually incurred during the fiscal year for which the expenditure was claimed and, upon liquidation, were adjusted properly for any differences.

6. The same item is not reported as an expenditure for 2 or more years, e.g., encumbrance in one year and payment in another.

7. All expenditures claimed for federally supported projects were made for properly approved projects, are easily identifiable with these projects, and are the individual items adequately described in the approval and the claim for reimbursement.

8. State and local agency rules applicable to equipment records and control are followed.

9. Prorated expenditures, such as salaries, travel, etc., are divided correctly between two or more accounts, and that the basis of such division is reasonable, equitable, and substantiated.

10. The type of funds expended for federally reimbursed projects are stated correctly; that federal funds from one program are not used for matching purposes under another federal program, except as specifically authorized; and that the same expenditures are not claimed for matching purposes under more than one federal program.

11. Unexpended or unearned federal funds advanced or overpaid are returned promptly or otherwise correctly accounted for.

12. If the local agency is on a fiscal year different from the federal fiscal year, the audit report reflects outstanding obligations as of June 30 in sufficient detail to permit identification of subsequent payments with the applicable obligation and comparison with reports submitted by the local agency to the state agency.

1/ Financial Management of Federal - State Education Programs, U. S. Dept. of Health, Education, and Welfare, OE - 10019, page 8

State Department of Education
Adult Basic Education Section
Jefferson City, Missouri

ABE BULLETIN NO. 1 August 22, 1968

TO: Superintendents and Directors of Local ABE Programs

FROM: Bill Ghan, Director of Adult Basic Education

SUBJECT: Equipment Costing Over $100 Purchased With ABE Funds

Purchase of equipment costing over $100 must have prior written approval of the Missouri State Department of Education, Director of ABE, or his designated staff. The letter requesting approval must contain the following:

1. Name and type of equipment
2. Manufacturer and vendor of equipment
3. Total cost of equipment
4. Short narrative describing how equipment is to be used in the ABE program.

Upon receipt of equipment, Form ABE/106 is to be filled out and submitted annually to the Director of ABE, Missouri State Department of Education, Box 480, Jefferson City, Missouri.

Equipment ordered or purchased prior to written approval will not be reimbursed.

When a school discontinues its ABE program or has equipment that is no longer needed in the ABE program, the equipment will be picked up by the State Department of Education. Periodical lists of this equipment available for reissuance to operational ABE programs in the state will be distributed.

Equipment from this source will be available on a first come, first served basis and is to be shipped to or picked up by the receiving school at no cost to the State Department of Education. Inventory responsibility for this equipment is the same as for new equipment purchased with ABE funds.

Please keep this BULLETIN on file for future reference.

State Department of Education
Adult Basic Education Section
Jefferson City, Missouri

ABE BULLETIN NO. 2 August 23, 1968

TO: Superintendents and Directors of Local ABE Programs

FROM: Bill Ghan, Director of Adult Basic Education

SUBJECT: Certification and Payment of ABE Teachers and Professional Staff

Missouri State Law requires that all teachers must have a teaching certificate before they can be employed by the local educational agency. In order to abide by this law any teacher without a certificate, whose name appears on the Form ABE/102, Application For Reimbursement, will be "red lined" and no reimbursement of state or federal funds will be made to the local educational agencies for that teacher's salary.

ABE teachers must be certified annually and will be required to attend a teacher training workshop for this purpose. Teachers representing local ABE programs funded by the State Department of Education, who attend the annual ABE workshop held each August, will automatically receive a valid teaching certificate. Any teacher who cannot attend the annual workshop for a valid reason may receive a temporary ABE teaching certificate which will be valid until the next teacher training workshop announced by the State Director of Adult Basic Education. Reissuance of a temporary ABE teaching certificate will be made only upon written request of the local superintendent or director to the State Director of ABE, explaining the circumstances of non-attendance.

Professional staff other than teachers (directors, counselors, etc.) must have an ABE teaching certificate or a valid Missouri teaching certificate.

Non-teaching professional staff using certificates other than ABE certificates must file the number of their certificate with the State Director of ABE before the local educational agency can be reimbursed.

A substitute teacher may work for 18 clock hours per year without an ABE teaching certificate if they have a valid Missouri teaching certificate. When reporting substitutes teaching with a Missouri teaching certificate other than ABE, the certificate number should be listed in the margin of the application for reimbursement, Form ABE/102.

Please keep this BULLETIN on file for future reference.

State Department of Education
Adult Basic Education Section
Jefferson City, Missouri

ABE BULLETIN NO. 3 August 28, 1968

TO: Superintendents and Directors of Local ABE Programs

FROM: Bill Ghan, Director of Adult Basic Education

SUBJECT: Student Cumulative file and Student Information Form

A cumulative record file must be kept on every ABE student. The file on each student should include all of the information listed on the enclosed form, along with any other information pertinent to the operation of the local program.

The use of this form properly filled out and on file will be for the purpose of federal audit to justify the ABE program for students with less than eighth grade achievement.

Much of the information listed on this record form will also be helpful in completing the Form ABE/108 due at the end of each fiscal year.

Please keep this BULLETIN on file for future reference.

State Department of Education
Adult Basic Education Section
Jefferson City, Missouri

ABE BULLETIN NO. 4 September 19, 1968

TO: Superintendents and Directors of Local ABE Programs

FROM: Bill Ghan, Director of Adult Basic Education

SUBJECT: Adult Basic Education Reports

ABE/101 - Request for local ABE program; application made at the beginning of school year.

ABE/102 - Application for reimbursement can be made quarterly, semi-annually or annually. (4th quarter due on or before August 10. No reimbursement will be made after this date.)

ABE/103 - Quarterly report of local Adult Basic Education due before October 10, January 10, April 10 and July 10.

ABE/104 - Certification of cost of conducting ABE classes; to be submitted with ABE/101 if salary of teachers exceeds $5.00 per hour.

ABE/106 - Inventory of equipment costing $100 or more. Due before July 10 following the end of the year.

ABE/108 - Annual Report of ABE classes due July 10 following the end of the year.

Please keep this BULLETIN on file for future reference.

State Department of Education
Adult Basic Education Section
Jefferson City, Missouri

ABE BULLETIN NO. 5 July 22, 1969

TO: Superintendent and Directors of Local ABE Programs

FROM: Bill Ghan, Director of Adult Basic Education

SUBJECT: ABE Budget and Local Matching Funds

In the future it will not be necessary that local expenditures for Adult Basic Education be reported to the State Department of Education on ABE/102. The application for reimbursement, ABE/102, is being revised. Columns 7 and 8 are being eliminated and Column 6 will be total federal and state expenditures.

We want to encourage local schools to continue to expend local funds for ABE even though it will not be necessary to report the expenditure.

NOTE: This bulletin replaces Bulletin No. 5 dated March 14, 1969.

State Department of Education
Adult Basic Education Section
Jefferson City, Missouri

ABE BULLETIN NO. 6 May 20, 1969

TO: Superintendents and Directors of Local ABE Programs

FROM: Bill Ghan, Director of Adult Basic Education

SUBJECT: Adult School Equivalent Certificate Services Offered by the State Department of Education

Requests for various levels of educational attainment certification for adults come to the Missouri State Department of Education at various times. The following list is a guide of the services available and the sections that should be contacted for service or additional information:

A. Service - Eighth grade equivalence diploma

B. Section to contact: Director of Supervision
Mo. State Department of Education
Box 480
Jefferson City, Missouri 65101
Phone: 314-635-8125

C. On request the State Department of Education may arrange with a County Superintendent or City Superintendent of Schools to administer a standardized test. The score will be used to qualify an adult for an eighth grade equivalence diploma. Upon attainment of a successful score on the test an eighth grade certificate will be issued by the State Department of Education.

A. General Educational Development Test

B. Section to contact: Director of Adult Education
Mo. State Department of Education
Box 480
Jefferson City, Missouri 65101
Phone: 314-635-8125

C. Description of Service: The State Department of Education, upon the completion of an application and the payment of a fee of $5.00, will arrange for the applicant to take the GED test at an area testing center. Upon attainment of a qualifying score, a certificate of High School Equivalence will be issued by the State Department of Education. Applicants taking the test must be 20 years of age or older. For more information and complete details as to test scores needed to pass this test, contact the Director of Adult Education.

A. Service: Adult Basic Education Certificates, Levels I, II, and III

B. Section to contact: Director of Adult Education
Mo. State Department of Education
Box 480
Jefferson City, Missouri 65101
Phone: 314-635-8125

C. Description of Service: Adult Basic Education certificates for Levels I, II, and III will be made available to all directors of public school Adult Basic Education programs. Level I certificate corresponds to completion of grade 3; Level II certificate corresponds to completion of grade 6 and Level III certificate corresponds to completion of grade 8. Determination of eligibility for a certificate should be made at the local school using standard methods of evaluation. Requests for certificates should be made to Director of Adult Education.

A. Letter of grade level attainment by standardized test score for grades 9, 10, 11.

B. Section to contact: Director of Guidance Services
Mo. State Department of Education
Box 480
Jefferson City, Missouri 65101
Phone: 314-635-8125

C. Description of Service: Arrangements can be made with local school officials to administer a standardized test and the results will be certified as to the grade level equivalent in a letter from the Director of Guidance Service.

State Department of Education
Adult Basic Education Section
Jefferson City, Missouri

July 1, 1969

ABE BULLETIN NO. 7

TO: Superintendents and Directors of Local ABE Programs

FROM: Bill Ghan, Director of Adult Basic Education

SUBJECT: Local Advisory Committee on Adult Basic Education

Several programs have indicated on their annual report, ABE/108, that they do not have a local advisory committee on adult basic education. All programs are reminded that they agree to comply with requirements set forth in the Manual of Operations and the Missouri State Plan for Adult Basic Education.

Sections 1.53 and 1.54 of the Missouri State Plan which require each local program to have an advisory committee read as follows:

1.53 The local public educational agency shall appoint, prior to the approval of a program in Adult Basic Education a local advisory committee on adult basic education.

1.54 The local advisory committee should consist of people who are genuinely interested in Adult Basic Education.

All local ABE programs should make sure they comply with these requirements before they begin their 1969-70 program.

Certificate of Achievement

IN ADULT BASIC EDUCATION

DEPARTMENT OF EDUCATION
State of Missouri

_____, *having presented evidence of general educational development comparable to that of Level I in Adult Basic Education, is hereby granted this certificate of achievement.*

IN TESTIMONY WHEREOF, I hereunto set my hand and affix the seal of the Department of Public Schools, of State of Missouri.

Executed at my office in Jefferson City, this _____ day of _____, 19____.

Hubert Wheeler
COMMISSIONER OF EDUCATION

_____
NAME OF SCHOOL

_____
SUPERINTENDENT OF SCHOOLS

Form ABE/101

DO NOT WRITE IN THIS BLOCK	
REQ. NO.	
DATE REC'D	
EST. NO. STUDENTS	
BUDGET AMT.	
APPROVED	
PROG. APPROVAL DATE	
BY (DIRECTOR)	

STATE DEPARTMENT OF EDUCATION
Jefferson City, Missouri

REQUEST FOR LOCAL ADULT BASIC EDUCATION PROGRAM

Two copies of this form should be submitted to the Director of Adult Basic Education.

When an approved copy is returned to the Local Public Educational Agency, it becomes the authority to begin operation under the terms herein specified.

LOCAL PUBLIC EDUCATIONAL AGENCY	ADDRESS	COUNTY
NAME OF GEOGRAPHICAL AREA OR AREAS TO BE SERVED	ESTIMATED NUMBER OF STUDENTS	

I am familiar with the contents of the Operations Manual "Local Adult Basic Education in Missouri, 1966" (Pub ABE/2) which includes Sections 1,2,3 and 4 of the Missouri State Plan for Adult Basic Education. I understand the objectives, procedures, activities, standards of approval, and manner and amounts of reimbursement in the program. I hereby submit a request for a local adult basic education program.

I agree to administer a local adult basic education program meeting the following standards:

1. Meets minimum requirements and has objectives compatible with those outlined in the "Manual of Operation".
2. Adheres to budgeting and accounting procedures outlined in the "Manual of Operation".
3. Provides instruction at no charge to all eligible students, who are 18 years of age or older, within the jurisdiction of the local public educational agency. (No book fee or charge may be made.)
4. Employs well qualified teachers who are properly certificated by the Missouri State Department of Education. If supervisors or counselors are employed they must also be well qualified and properly certificated.
5. Provides adequate classrooms and/or office facilities for professional personnel.
6. Provides adequate classroom and/or office furniture and equipment.
7. Provides sufficient textbooks, reference books, library books, instructional equipment, teaching aids, standardized tests, etc. to meet the needs of pupils and teachers in the instructional program.
8. Encourage all teachers to attend in-service and pre-service workshops sponsored by the State Department of Education.

Reimbursement Policies

1. The Missouri State Board of Education or its agent has sole authority to determine eligibility for reimbursement, the amount of reimbursement in each category, to reduce claims if funds allocated are insufficient, to determine the part of an expenditure attributable to the local ABE program and make other decisions incident to the equitable, effective and efficient operation of the program.
2. Reimbursement will be made at the close of each quarter.

Approvable Expenditures

1. Expenditures made prior to the approval date are not reimbursable.
2. Expenditures and/or legal obligations considered as expenditures attributable to a fiscal year may be charged to the fiscal year if paid prior to July 30.
3. Expenditures for teacher salaries in excess of $5.00 per hour will not be approved unless the salary rate for other adult education teachers is higher. (A special form ABE/104 should be completed for teachers whose salaries are above $5.00 per hour.)
4. The state and/or federal government retains a redeemable interest in any item costing $100 or more which is no longer needed for the local ABE program.
5. When approved by the proper official of the State Department of Education, this is an authorization to make expenditures authorized under the Plan to the extent of the budget.

Financial Records and Reports

1. Local educational agencies are responsible for maintaining and having available adequate fiscal records and reports.
2. The official accounts and documents showing receipts and expenditures of funds and evidence of payment by local educational agencies under the approved State Plan must be maintained by the local school districts. The officials of the local districts will be required to maintain these records for a period of three years.
3. Under existing Missouri statutes, Section 165.115, provision is made for regular biennial school district audits. Each biennial (or annual) audit report will need to reflect the report of the audit facts which support the accuracy of expenditures on which reimbursement for local ABE programs have been requested and received.

The Assurance of Compliance with Title VI of the Civil Rights Act dated (MONTH / DAY / YEAR) applies to the application submitted herein.	(DATE) (SUPERINTENDENT OR PRESIDENT)

BUDGET
ADULT BASIC EDUCATION
Fiscal Year Ending June 30, 19 ___

SALARIES: NAME	POSITION	MO. SALARY (FULL TIME ABE)	AMOUNT PER HOUR (PART TIME ONLY ABE)	NO. OF HOURS PER BUDGET YEAR (PART TIME ONLY ABE)	TOTAL BUDGET	FEDERAL OR STATE SHARE 90% OF TOTAL	LOCAL SHARE 10% OF TOTAL BUDGET	State use only: TOTAL AMOUNT OF FEDERAL OR STATE MONEY APPROVED
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Administrative or Supervisory Personnel								
Teachers								
Counselors								
Teacher Aides								
Secretarial and Clerical								
Fiscal Personnel								
Recruiters								
Custodians								
Consultants								
INSTRUCTIONAL SUPPLIES								
EMPLOYERS BENEFITS								
MAINTENANCE AND REPAIR OF BUILDING AND/OR EQUIPMENT								
PURCHASE OF EQUIPMENT								
RENT								
UTILITIES								
EXPENDITURES TO PRE-SERVICE AND IN-SERVICE, TRAVEL								
TOTAL BUDGET FOR ADULT BASIC EDUCATION								

(Beginning July 1, 1968 and Ending June 30, 1969)

INSTRUCTIONS FOR COMPLETING BUDGET

Column 1 – Self-explanatory
Column 2 – Position held in Adult Basic Education
Column 3 – Complete only if full time ABE employees
Column 4 – Amount per hour for part time employees
Column 5 – Total number of hours part time employee expects to work during budget year
Column 6 – If full time employee in Adult Basic Education, Column 6 is the figure in Column 3 x total number of months employed. Column 4 x Column 5 if part time employee.
Column 7 – 90% of Column 6. It is not necessary that each item in Column 7 equals 90% of Column 6, as long as the total of Column 7 equals 90% of Column 6.
Column 8 – 10% of Column 6. It is not necessary that each item in Column 8 equals 10% of the total budget for that item (Column 6) as long as the total of Column 8 equals 10% of Column 6.
Column 9 – For State use only

Form ABE/102

DO NOT WRITE IN THIS BLOCK	
APP. NO.	APPROVED
DATE REC'D	DATE
APPROVED EXPD.	
REIMB. AMOUNT	BY (DIRECTOR)

STATE DEPARTMENT OF EDUCATION
Jefferson City, Missouri

APPLICATION FOR REIMBURSEMENT

Local Adult Basic Education Program
Adult Education Act of 1966

LOCAL PUBLIC EDUCATIONAL AGENCY	ADDRESS	COUNTY
NAME OF GEOGRAPHICAL AREA OR AREAS TO BE SERVED	PERIOD COVERED BY THIS APPLICATION (PROGRAM APPROVAL DATE)*	

**Program approval date means date that request for local ABE Program was approved by State Department of Education.*

SCHOOL DISTRICT CERTIFICATION

"I hereby certify that the information reported herein is true and correct; that expenditures reported on this form have been made in full and in accordance with the Missouri Manual of Operations for Adult Basic Education; that moneys used for the expenditures were funded and disbursed in accordance with the laws of the State of Missouri; that the items are correct and just; that payment therefore has not been received; that there are, and will remain on file in the office of said local public educational agency for a period of three years, true, correct and adequate paid invoices of all expenditures reported herein and evidence of such invoices by said local public educational agency."

ATTEST: (SECRETARY OF BOARD) SEE NOTE 3 BELOW	TITLE	SIGNED: (CHIEF EXECUTIVE OFFICER) SEE NOTE 3 BELOW	TITLE
ATTEST: (PRESIDENT OF BOARD) NOT APPLICABLE TO COLLEGES		SUBSCRIBED AND SWORN TO BEFORE ME THIS — MONTH / DAY / YEAR	COUNTY CLERK OR NOTARY PUBLIC

CHECK ONE

This application covers

	1st Quarter	July 1 through September 30
	2nd Quarter	October 1 through December 31
	3rd Quarter	January 1 through March 31
		FINAL (August 10 or before)

For Fiscal Year Ending
6/30/ _____

TIME AND PLACE

(1) This application is to be made quarterly, semi-annually, or annually.
(2) One copy of this form properly signed and notarized, should be sent to: Director of Adult Basic Education, State Department of Education, P.O. Box 480, Jefferson City, Missouri 65101.
(3) All applications must be notarized and signed by designated officials indicated below:
   (a) Public school districts – signed by superintendent and attested by both secretary and president of board of education.
   (b) Public junior college districts – signed by superintendent or president and attested by both secretary and president of board of education.

ELIGIBILITY FOR REIMBURSEMENT

To be eligible for reimbursement, schools must have submitted Form ABE/101 "Request for Local Adult Basic Education Program" and received State Department of Education approval prior to making expenditures under this program.

REIMBURSEMENT

(1) A percentage reimbursement will be made for moneys expended by the local educational agency.
(2) Reimbursement will be limited to the allowable categories of expenditures in an amount not to exceed the actual expenditures or the authorized budget. (Form ABE/101)

FINANCIAL RECORDS AND REPORTS

(1) Local educational agencies are responsible for maintaining and having available adequate fiscal records and reports.

(2) The official accounts and documents showing receipts and expenditures of funds and evidence of payment by local educational agencies under the approved State Plan must be maintained by the local school districts. The officials of the local districts will be required to maintain these records for a period of three years.

(3) Under existing Missouri statutes, Section 165.115, provision is made for regular biennial school district audits. Each biennial (or annual) audit report will need to reflect the report of the audit facts which support the accuracy of expenditures on which reimbursement for local ABE programs have been requested and received.

The Assurance of Compliance with Title VI of the Civil Rights Act dated ____ (MONTH / DAY / YEAR) applies to the application submitted herein.

FINANCIAL DATA

SALARIES: — State use only

NAME	POSITION	MO. SALARY (FULL TIME ABE)	AMOUNT PER HOUR (PART TIME ONLY ABE)	NO. OF HOURS PER QUARTER (PART TIME ONLY ABE)	TOTAL EXPENDITURES FED. AND/OR STATE FUNDS	TOTAL AMOUNT OF FEDERAL AND/OR STATE REIMBURSEMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Administrative or Supervisory Personnel						
				Total		
Teachers						
				Total		
Counselors						
				Total		
Teacher Aides						
				Total		
Secretarial and Clerical						
				Total		
Fiscal Personnel						
				Total		
Recruiters						
				Total		
Custodians						
				Total		
Consultants						
				Total		

DATE PURCHASED	DESCRIPTION OF ITEMS OF EXPENSE AND FROM WHOM PURCHASED	DATE OF PAYMENT BY SCHOOL	CHECK NUMBER COVERING PAYMENT	AMOUNT OF CHECK	EXPENDITURE APPLICABLE TO ABE	TOTAL AMOUNT OF FEDERAL AND/OR STATE REIMBURSEMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Instructional Supplies						
				Total		
Employers Benefits						
				Total		
Maintenance and Repair of Building and/or Equipment						
				Total		
Purchase of Equipment						
				Total		
Rent						
				Total		
Utilities						
				Total		
Expenditures to Pre-service and In-service, Travel						
				Total		
				TOTAL EXPENDITURES FOR ADULT BASIC EDUCATION		

m ABE/103

QUARTERLY REPORT OF LOCAL ADULT BASIC EDUCATION CLASSES

Quarter Beginning _____ (DATE) **Ending** _____ (DATE)

LOCAL PUBLIC EDUCATIONAL AGENCY	ADDRESS	COUNTY
DATE	SUPERINTENDENT OR PRESIDENT	

NUMBER OF STUDENTS ENROLLING DURING QUARTER BY GRADE LEVEL				NUMBER OF STUDENTS IN CLASS AT END OF LAST QUARTER	NUMBER OF STUDENTS IN CLASS AT END OF THIS QUARTER	NUMBER OF TEACHERS IN PROGRAM AT END OF THIS QUARTER	NUMBER OF STUDENTS SEPARATED DURING QUARTER DUE TO:				CUMULATIVE TOTAL NUMBER OF GRADUATES SINCE PROGRAM BEGAN	CUMULATIVE TOTAL NUMBER OF STUDENTS IN PROGRAM THIS YEAR
								DROPOUTS				
BEGINNING GRADES (1 – 3)	INTERMEDIATE GRADES (4 – 6)	ADVANCED GRADES (7 – 8)	TOTAL NEW ENROLLMENTS				COMPLETION OF ADVANCED LEVEL (8th Grade)	FOR EMPLOYMENT	FOR OTHER REASONS	TOTAL SEPARATIONS		
1	2	3	4	5	6	7	8	9	10	11	12	13

INSTRUCTIONS One copy of this form properly signed should be sent to: Director of Adult Basic Education, State Department of Education, P.O. Box 480, Jefferson City, Missouri by the 10th of month following the end of quarter.

Cols. 1,2,3, & 4 **New Enrollments By Grade Level.** List the number of new enrollees during the quarter by Beginning Level (Grades 1 – 3), Intermediate Level (Grades 4 – 6), and Advanced Level (Grades 7 & 8). This requires a testing program and the keeping of records by grade levels indicated.

Cols. 5 and 6 **Students In Class.** As another indication of program progress, Cols. 5 and 6 will compare the number of students in class during the previous quarter with students in the current quarter being reported.

Col. 7 List only the teachers actually teaching classes.

Col. 8 Number of students who completed Advanced Level (8th grade).

Col. 9 **Drop-Out For Employment.** List the number of students dropping out because of finding employment or changing to a better job.

Col. 10 **Drop-Out For Other Reasons.** List the number of drop-outs for all other reasons besides finding a new or better job, such as job changes, seasonal employment, sickness, lack of interest, transfers, etc.

Col. 11 Total separations

Col. 12 Cumulative total number of graduates since program began.

Col. 13 Cumulative total number of students in program this year.

To check the accuracy of your quarterly report the following tests should be made:

1. Column 5 should correspond to Column 6 of the preceding quarter.

2. Column 1+2+3 must add up to equal Column 4.

3. Column 8+9+10 must add up to equal Column 11.

4. Column 4+5-11 must add up to equal Column 6.

5. Column 4+ Column 13 for the preceding quarter must be added to find Column 13 for current quarter.

6. Column 8+ Column 12 for the preceding quarter must be added to find Column 12 for current quarter.

7. When your program closes for the summer all students must be:

   (a) Dropped in Column 10 and enrolled again the next fall in Columns 1-2-3-4 or

   (b) Carried over but not listed in Columns 1-2-3-4 the next fall.

Form ABE/104

STATE DEPARTMENT OF EDUCATION
Adult Basic Education
Jefferson City, Missouri

CERTIFICATION OF COST OF CONDUCTING ABE CLASS

(Required Only If Salaries Paid Adult Basic Education Teachers Exceed $5.00 Per Hour)

I hereby certify that the information given below is true and correct, that the amount specified is equal to or less than the "on-going rate" in this school district for conducting adult education classes.

Rate of Pay for Instructors ..... **$** _____ **per hour**

SUPERINTENDENT OR PRESIDENT	SWORN AND SUBSCRIBED TO BEFORE ME	MONTH	DAY	YEAR
LOCAL PUBLIC EDUCATIONAL AGENCY	NOTARY PUBLIC			
DATE (SEAL)	MY COMMISSION EXPIRES	MONTH	DAY	YEAR

ABE STUDENT INFORMATION FORM

STUDENTS NAME	STUDENTS ADDRESS
DATE OF ENROLLMENT	TYPE OF INSTRUCTION USED: PROGRAMMED ☐ CONVENTIONAL ☐

A. CLASSIFICATION OF STUDENT AT TIME OF ENROLLMENT:

1. BY GRADE LEVEL:
   - a. BEGINNING LEVEL (1–3)
   - b. INTERMEDIATE LEVEL (4–6)
   - c. ADVANCED LEVEL (7–8)
2. BY SEX:
   - a. MALE
   - b. FEMALE
3. BY AGE RANGE:
   - a. 18–24
   - b. 25–34
   - c. 35–44
   - d. 45–54
   - e. 55–64
   - f. 65– OVER
4. BY RACE:
   - a. WHITE
   - b. NEGRO
   - c. AMERICAN INDIAN
   - d. ORIENTAL
   - e. OTHER NON-WHITE
5. BY ETHNIC GROUP:
   - a. CUBANS
   - b. MEXICAN-AMERICANS
   - c. PUERTO RICANS
6. BY TYPE OF INSTITUTION:
   - a. CORRECTIONAL
   - b. HOSPITAL
   - c. OTHER
7. MIGRANT: MIGRANT WORKERS ARE INDIVIDUALS WHOSE PRIMARY EMPLOYMENT IS ON A SEASONAL OR OTHER TEMPORARY BASIS AND WHO ESTABLISH TEMPORARY RESIDENCES, WITH OR WITHOUT THEIR FAMILIES, FOR THE PURPOSE OF SUCH EMPLOYMENT.
8. WELFARE RECIPIENT
9. DID ABE STUDENT ENTER FOR THE FIRST TIME IN THIS FISCAL YEAR AN ABE CLASS IN THE UNITED STATES OR ITS OUTLYING AREAS DURING THIS FISCAL YEAR. Yes ☐ No ☐
10. HAS ABE STUDENT PREVIOUSLY ENTERED AN ABE CLASS IN ANOTHER STATE OR OUTLYING AREA IN ANY FISCAL YEAR, BUT WHO DID NOT PREVIOUSLY ENTER AN ABE CLASS IN MISSOURI DURING THIS FISCAL YEAR. Yes ☐ No ☐

B. TEACHING AND LEARNING:

1. NUMBER OF HOURS OF INSTRUCTION TO COMPLETE:
   - a. BEGINNING LEVEL (1–3)
   - b. INTERMEDIATE LEVEL (4–6)
   - c. ADVANCED LEVEL (7–8)
2. DATE COMPLETED THE BEGINNING LEVEL (1–3):
3. DATE COMPLETED THE INTERMEDIATE LEVEL (4–6) STUDENT INITIALLY ENROLLED AT:
   - a. BEGINNING LEVEL (1–3)
   - b. INTERMEDIATE LEVEL (4–6)
4. DATE COMPLETED THE ADVANCED LEVEL (7–8) STUDENT INITIALLY ENROLLED AT:
   - a. BEGINNING LEVEL (1–3)
   - b. INTERMEDIATE LEVEL (4–6)
   - c. ADVANCED LEVEL (7–8)
5. SEPARATION BY GRADE LEVEL:
   - a. BEGINNING LEVEL (1–3)
   - b. INTERMEDIATE LEVEL (4–6)
   - c. ADVANCED LEVEL (7–8)
6. REASON FOR SEPERATION:
   - a. EMPLOYMENT
   - b. ENTRY INTO A TRAINING PROGRAM
   - c. JOB CHANGE
   - d. LACK OF INTEREST
   - e. OTHER KNOWN REASONS (SPECIFY)
     - (1)
     - (2)
     - (3)
     - (4)
     - (5)
   - f. UNKNOWN REASONS
     - (1)
     - (2)
     - (3)
     - (4)

A. How was Student's grade level of achievement determined at time of enrollment?

B. Counselors reports and remarks. (Indicate dates, name of counselor, test scores and any other data that would be of value to teachers.

C. List dates and types of certificates issued to student.

D. At completion or separation from program indicate follow-up and referral method, information, and results.

SCHOOL_____

INVENTORY OF EQUIPMENT

COSTING $100 OR MORE

PURCHASED WITH ADULT BASIC EDUCATION FUNDS

Date Purchased	Quantity	Description	From Whom Purchased	Serial Number	Cost	For State Use Only

PROSPECTIVE TEACHERS OF ADULT BASIC EDUCATION

The following are prospective teachers in adult basic education. They are interested in attending a pre-service workshop to become certified.

	Name	Present Position	Number of College Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Total number of teachers needed for an Adult Basic Education Program in this district _____

Please return this form to: Bill Ghan
Supervisor of Adult Basic Education
State Department of Education
P. O. Box 480
Jefferson City, Missouri

_____ (School)

_____ (Superintendent or Principal)

ABE/108

MISSOURI ADULT BASIC EDUCATION ANNUAL REPORT

LOCAL PUBLIC EDUCATIONAL AGENCY	ADDRESS	COUNTY
NAME OF GEOGRAPHICAL AREA OR AREAS SERVED	DATE OF REPORT	PERIOD COVERED: FROM: / TO:

A.	STUDENTS IN THE ABE PROGRAM THIS FISCAL YEAR (AT LEAST TWO WEEKS OF ATTENDANCE.)	
1.	TOTAL NUMBER OF ALL STUDENTS IN THE PROGRAM	
a.	BY GRADE LEVEL:	
(1)	BEGINNING LEVEL (1–3)	
(2)	INTERMEDIATE LEVEL (4–6)	
(3)	ADVANCED LEVEL (7–8)	
b.	BY SEX:	
(1)	MALE	
(2)	FEMALE	
c.	BY AGE RANGE:	
(1)	18–24	
(2)	25–34	
(3)	35–44	
(4)	45–54	
(5)	55–64	
(6)	65–OVER	
d.	BY RACE:	
(1)	WHITE	
(2)	NEGRO	
(3)	AMERICAN INDIAN	
(4)	ORIENTAL	
(5)	OTHER NON-WHITE	
e.	BY ETHNIC GROUP:	
(1)	CUBANS	
(2)	MEXICAN-AMERICANS	
(3)	PUERTO RICANS	
f.	BY TYPE OF INSTITUTION:	
(1)	CORRECTIONAL	
(2)	HOSPITAL	
(3)	OTHER	
g.	MIGRANT: MIGRANT WORKERS ARE INDIVIDUALS WHOSE PRIMARY EMPLOYMENT IS ON A SEASONAL OR OTHER TEMPORARY BASIS AND WHO ESTABLISH TEMPORARY RESIDENCES, WITH OR WITHOUT THEIR FAMILIES, FOR THE PURPOSE OF SUCH EMPLOYMENT.	
h.	WELFARE RECIPIENT	
2.	TOTAL NUMBER OF NEW ENROLLEES DURING THIS FISCAL YEAR.	
a.	NEW FOR NATION AND STATES (E_1): THE TOTAL NUMBER OF ABE STUDENTS WHO ENTERED FOR THE FIRST TIME IN THIS FISCAL YEAR AN ABE CLASS IN THE UNITED STATES OR ITS OUTLYING AREAS DURING THIS FISCAL YEAR.	
b.	NOT NEW FOR NATION, NEW FOR STATE (E_2): THE TOTAL NUMBER OF ABE STUDENTS WHO PREVIOUSLY ENTERED AN ABE CLASS IN ANOTHER STATE OR OUTLYING AREA IN ANY FISCAL YEAR, BUT WHO HAVE NOT PREVIOUSLY ENTERED AN ABE CLASS IN MISSOURI DURING THIS FISCAL YEAR.	
3.	NUMBER OF STUDENTS THAT COMPLETED THE BEGINNING LEVEL (1–3):	
4.	NUMBER OF STUDENTS THAT COMPLETED THE INTERMEDIATE LEVEL (4–6), WHO INITIALLY ENROLLED AT:	
a.	BEGINNING LEVEL (1–3)	
b.	INTERMEDIATE LEVEL (4–6)	
5.	NUMBER OF STUDENTS THAT COMPLETED THE ADVANCED LEVEL (7–8), WHO INITIALLY ENROLLED AT:	
a.	BEGINNING LEVEL (1–3)	
b.	INTERMEDIATE LEVEL (4–6)	
c.	ADVANCED LEVEL (7–8)	
6.	NUMBER OF SEPARATIONS, BY GRADE LEVEL:	
a.	BEGINNING LEVEL (1–3)	
b.	INTERMEDIATE LEVEL (4–6)	
c.	ADVANCED LEVEL (7–8)	
7.	NUMBER OF SEPARATIONS FOR:	
a.	EMPLOYMENT	
b.	ENTRY INTO A TRAINING PROGRAM	
c.	JOB CHANGE	
d.	LACK OF INTEREST	
e.	OTHER KNOWN REASONS (SPECIFY)	
(1)		
(2)		
(3)		
(4)		
f.	UNKNOWN REASONS	
8.	AGGREGATE HOURS MEMBERSHIP, ALL STUDENTS· THE SUM OF THE HOURS PRESENT AND ABSENT OF ALL ABE STUDENTS WHEN CLASSES ARE IN SESSION DURING THE FISCAL YEAR, JULY 1 THROUGH THE FOLLOWING JUNE 30.	
B.	LOCATION OF ABE CLASSES: AN ABE CLASS IS A GROUP OF ABE STUDENTS ASSEMBLED FOR INSTRUCTION FOR A GIVEN PERIOD OF TIME UNDER ONE OR MORE ABE TEACHERS IN A SITUATION WHERE THE TEACHER(S) AND THE STUDENTS ARE IN THE PRESENCE OF EACH OTHER.	
9.	NUMBER CLASSES HELD IN:	
a.	PUBLIC SCHOOL BUILDINGS	
b.	ALL OTHER FACILITIES	
c.	TOTAL NUMBER OF CLASSES 1/	
C.	TEACHING AND LEARNING:	
10.	AVERAGE NUMBER OF HOURS OF INSTRUCTION TO COMPLETE: 2/	
a.	BEGINNING LEVEL (1–3)	
b.	INTERMEDIATE LEVEL (4–6)	
c.	ADVANCED LEVEL (7–8)	
11.	NUMBER OF TEACHER TRAINING WORKSHOPS HELD	
a.	LOCAL	
12.	NUMBER OF PERSONNEL THAT RECEIVED PRE-SERVICE AND/OR IN-SERVICE ABE TRAINING:	
a.	NATIONAL TRAINING	
b.	STATE TRAINING	
c.	LOCAL TRAINING	
13.	CLASSES WHERE PROGRAMED INSTRUCTION METHODS WERE USED (PROGRAMED INSTRUCTION: INSTRUCTION UTILIZING A WORKBOOK, TEXTBOOK, OR MECHANICAL AND/OR ELECTRONIC DEVICE WHICH HAS BEEN "PROGRAMED" TO HELP STUDENTS ATTAIN A SPECIFIED LEVEL OF PERFORMANCE BY (a) PROVIDING INSTRUCTION IN SMALL STEPS, (b) ASKING ONE OR MORE QUESTIONS ABOUT EACH STEP IN THE INSTRUCTION AND PROVIDING INSTANT KNOWLEDGE OF WHETHER EACH ANSWER IS RIGHT OR WRONG, AND (c) ENABLING STUDENTS TO PROGRESS AT THEIR OWN PACE):	
a.	NUMBER OF THESE CLASSES THIS YEAR	
b.	NUMBER OF STUDENTS IN THESE CLASSES	
c.	AVERAGE NUMBER OF HOURS OF INSTRUCTION IN THESE CLASSES TO COMPLETE:	
(1)	BEGINNING LEVEL (1–3)	
(2)	INTERMEDIATE LEVEL (4–6)	
(3)	ADVANCED LEVEL (7–8)	
D.	ABE PERSONNEL:	
14.	ABE TEACHERS	
a.	NUMBER	
b.	AGGREGATE HOURS OF INSTRUCTION FOR THE FISCAL YEAR	
15.	ABE COUNSELORS:	
a.	NUMBER	
b.	AGGREGATE HOURS OF COUNSELING FOR THE FISCAL YEAR	
16.	ABE LOCAL SUPERVISORY PERSONNEL:	
a.	NUMBER	
b.	AGGREGATE HOURS OF SUPERVISION FOR THE FISCAL YEAR	
17.	ALL OTHER ABE PERSONNEL:	
a.	AT THE LOCAL LEVEL:	
(1)	NUMBER	
(2)	AGGREGATE HOURS OF EMPLOYMENT FOR THE FISCAL YEAR	
E.	ABE ADVISORY COMMITTEES:	
18.	IS THERE AN ABE ADVISORY COMMITTEE FOR THE LOCAL ABE PROGRAM? YES ☐ NO ☐	

1/ Total number of classes reported in 9c should include those classes reported in 13a.

2/ Average number of hours of instruction for completion of levels reported in Item 10 should not include averages shown in Item 13c (1), (2), (3).

PART II – NARRATIVE

INSTRUCTIONS FOR PART II – NARRATIVE: Provide in narrative format descriptive information explaining overall activities of the Adult Basic Education Program in this Local School District during the fiscal year. Please attach other narrative information considered to be appropriate. Use additional pages as necessary for any item.

A.

Describe any special, demonstration, research, and/or innovative ABE projects, including the number of ABE students involved.

B.

Describe specific successes and accomplishments resulting from the ABE program, such as the number of ABE students registering to vote for the first time, the number obtaining jobs or getting promotions, and the number discontinuing public aid.

C.

Describe actual local program activities with cooperating public and private agencies, such as MDTA, CAP, Headstart, VISTA, Work Study, Work Experience, Vocational Education, Literacy Councils, private industry, churches, and unions.

D.

Describe the major problems of the ABE program at the local level, such as classes curtailed or closed, approximate number of adults on ABE waiting lists, teacher or administrator shortages, problems of matching funds, maintenance of effort, recruiting, facilities, organization, and lack of support.

E.

Describe the instructional materials used in regular ABE classes and in ABE classes where programed instruction methods were used.

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